

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-5

Date: July 9, 2001
Expiration Date: 06/30/02
69:90:cg:4691

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: JTA SYSTEM ON-LINE CASH REQUEST HANDBOOK

The purpose of this information bulletin is to provide an updated *Job Training Automation (JTA) System On-Line Cash Request Handbook* for the Workforce Investment Act. This bulletin updates and replaces previous Information Bulletin, WIAB00-3, dated July 13, 2000, which expired June 30, 2001. The changes from the previous handbook are minimal, only eliminating references to the Job Training Partnership Act and related information, and extending the expiration date.

The handbook contains information and procedures that the subgrantee will need to set up the remote MCI dial-up access to the State JTA system. This is followed by a brief discussion of the log-in process that the designated cash request person will utilize to access the Enter Cash Request Information screen from which the actual cash request is made.

If you have any questions concerning the *JTA System On-Line Cash Request Handbook*, please contact Lynda Lawson, Cash Management Consultant, at (916) 654-7891.

/S/ BILL BURKE
Chief

Attachments are available on the Internet:

1. [Job Training Automation System On-Line Cash Request Handbook](#) (PDF) (131k)
2. [JTA System Information Request Form](#) (MS Word)
3. [JTA System Information Request Form—School-to-Career Program](#) (MS Word)
4. [JTA System Information Request Form—Welfare-to-Work 15 Percent](#) (MS Word)
5. [Manual JTA Cash Request Form](#) (MS Word)
6. [Manual JTA Cash Request Form—Welfare-to-Work 15 Percent](#) (MS Word)